Job Description (JD)

Position title:	Manager-PPMCC (Project Planning, Monitoring & Cost Control)	Job Location:	HO, CBD Belapur-Navi Mumbai
Qualification:	BE/B.Tech (Civil)or M.Tech (PCM)/Const Mgt	Experience:	10 to 15 years
		Salary range:	10.8 to 15 lacs

Role & Responsibilities		
S.No.	**Key Result Areas**	**Key Performance Indicators**
1	Professional Competencies	Interpersonal skills, communication, tech skills.
2	Finalization of Execution Strategy	Finalization of the Execution Strategy in consultation with PPMCC Dept & Project Manager before start of Project.
3	Budget Preparation	Preparation of detailed working budget of the Projects (L1 and L2) and ensure its adherence
4	Projects Monitoring	Monitoring & Supervision on day-to-day basis to achieve the targets/deadlines against the deliverables. In case of any deviation, mitigation measures to be taken up under the guidance of Head of Function.
5	Resource Management	Monitoring Resource Utilizations and Optimizing the same in consultation of Project Manager so that Cost optimisation is done. Ensure overall affective utilization of company resources and time management.
6	SOP's & SLA	Ensure the Organisational standards are in place across Project Sites.
7	Project Management	Adherence to Project Management parameters. (Time, Cost & Scope). Identifying and resolving bottlenecks which is hampering the Project Progress. Planning of the major material and allocation of resources in advance.
8	Value Engineering	Optimisation of Project cost with standard engineering practices
9	Reports, MIS & Documentation	Oversee the Preparation & Submission of Weekly/Monthly Project Progress Reports to the PPMCC Dept/Business Head. Generation Weekly Fund Requirement Statement in consultation of Project Manager.
10	Review of Project Progress	Preparation of cost to complete statement of Projects in line with approved L2 budget.
11	External/ support function stake holders' relation	Coordination with various stake holders for smooth functioning of the Project
12	Client Correspondence	Capable of handling Client's correspondence with support from Head of Function

Interested candidates are requested to send their CV's to rajesh.more@markolines.com mentioning the details of current and expected salary, notice period.